



# **JOB OPPORTUNITY**

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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**INFORMATION SYSTEMS TECHNICIAN  
\$14.96 - \$23.22 HOURLY  
(PERMANENT INTERMITTENT)  
INFORMATION TECHNOLOGY DIVISION  
CDI MENU MODERNIZATION PROJECT BUREAU  
SACRAMENTO/LOS ANGELES**

***This recruitment may be used to fill multiple vacancies occurring in these locations for this classification.***

**RESPONSIBILITIES:**

Under the general direction of the Senior Programmer Analyst (Supervisor), the incumbent will assist in testing and training related activities of all complex information technology applications that are developed and maintained in the Application Development and Maintenance Bureau (ADAM). This includes applications developed within the CMMP project as well as within an Enterprise Support Sections of the ADAM Bureau if need be. Tasks will include but are not limited to developing and implementing test planning; test development; test execution of applications in developing and maintenance modes. This position is responsible for creating test plans, scripts and training manuals, updating testing procedures and templates, and making presentations of any test environment & cycle changes. The IST will work closely with developers, managers and program area staff. The incumbent will also participate in joint application development – testing, change management as assigned. The incumbent may provide support for application systems as needed by the department, develop AD-HOC reports, vendor correspondence, communication links, specifications, and data extracts and imports based on customer requests.

**DESIRABLE QUALIFICATIONS**

**TECHNICAL QUALIFICATIONS**

- Understanding of database design (Oracle, SQL Server) and object-oriented programming
- Ability to program in different environments (e.g. Visual Basic, C#, Macros, Visual Studio)

**SPECIAL PERSONAL CHARACTERISTICS**

- Ability to adjust to shifting priorities and meet stated deadlines

10/29/15

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**DO NOT SUBMIT APPLICATIONS TO CalHR**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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- Ability to exercise a high degree of initiative, independence, and flexibility
- Ability to communicate at a high level, both orally and in writing
- Efficiency and accuracy in completing work. Demonstrated ability to organize and meet deadlines.

### INTERPERSONAL SKILLS

- Service oriented with good interpersonal skills

### WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Requires ability to effectively handle stress and deadlines
- Appropriate dress for the office environment
- Read various documents and resources
- Effective communication with various clients
- Working towards a Bachelor of Science degree or higher in Computer Science, Computer Engineering or a related Information Technology field

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Information Systems Technician level, those with transfer eligibility, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. **All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the State application.**

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

### APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Lynda Harris, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13<sup>th</sup> Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or**

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education (if required) will eliminate you from being considered for the position.

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Information Systems Technician, PSN # 413-108-1360-901" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call Lynda Harris at (916) 492-3300.

**FINAL FILING DATE:**      **Until Filled**

**NOTE:**      Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review, and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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